 Independent Verification & Validation Facility	Financial Data Control	IVV 07 Revision: Basic Effective Date: October 2002
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APPROVAL SIGNATURES		DATE
Greg Blaney (original signature on file)	QMS Management Representative	10/22/02

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	Donna Ozburn	10/23/02

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 09-4	Project Management
IVV 16	Control of Quality Records
IVV 03	Contract Review
IVV 06	Purchasing

CHECK THE MASTER LIST at <http://www.ivv.nasa/iso9000>
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1.0 Purpose

The purpose of this System Level Procedure (SLP) is to establish a consistent and documented method for receiving, distributing, tracking and reporting on funding and financial activities at the NASA Independent Verification and Validation (IV&V) Facility.

2.0 Scope

This SLP applies to receiving, distributing, tracking and reporting on all funding and financial activities performed at the NASA IV&V Facility.

3.0 Definitions

3.1 Business Manager (BM)


The BM is a government employee responsible for managing the IV&V Facility's financial processes.

3.2 Customer Point of Contact (POC)

A customer's employee having the authority and responsibility to prepare, implement, direct and distribute funding to the NASA IV&V Facility for services performed under a contract.

3.3 Contracting Officer (CO)

A contract specialist with the authority to enter into, administer, and/or terminate contracts and make related determinations and finding (See FAR 2.101).

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3.4 Contracting Officer's Technical Representative (COTR)

A qualified government employee appointed by the Contracting Officer to act as a technical representative in managing the technical needs of a particular contract. If necessary, the CO may appoint an alternate COTR to act during short absences of the COTR. Technical organizations are responsible for ensuring that the individual they recommend to the CO possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract. (See NFS 1842.270)

3.5 Contractor


Anyone providing goods or services to the NASA IV&V Facility under a contract.

3.6 Project Manager (PM)

IV&V Facility civil servant personnel appointed by management who performs a project management function. Project Managers are responsible for the project's financial plan: contract dollars, Operation and Maintenance (O&M) funds, and Director's Discretionary Funds (DDF). PMs must verify monthly 533 data from the contractor. PMs are responsible for out year project financial projections. (See SLP 9-4)

3.7 Project

For the context of this SLP, a project is any IV&V, IA, System/Software-Engineering or other task being performed by the IV&V Facility for a customer.

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3.8 Operations & Management Fund (O&M)


O&M funding is obtained by assessing a tax to each customer of the IV&V Facility. O&M funding is monitored and distributed by the Associate for Operations. O&M funding supports, but is not limited to, all services provided by the West Virginia University Research Corporation (i.e., utilities, security, janitorial services, etc.).

3.9 Director's Discretionary Fund (DDF)


DDF funding is obtained by assessing a tax to each customer of the IV&V Facility. DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

4.0 Acronyms

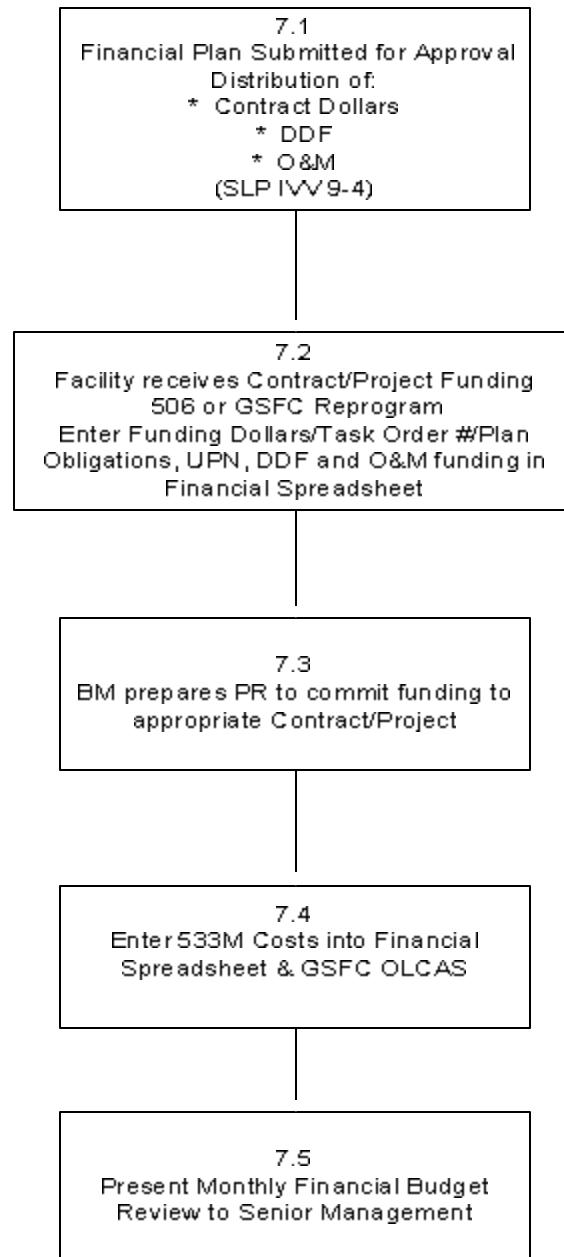
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
POC	Customer Point of Contact
IV&V	Independent Verification and Validation
FA	Formal Agreement
IA	Independent Assessment
NPD	NASA Policy Directive
PM	Project Manager
BM	Business Manager
SLP	System Level Procedure
FRC	Federal Records Control
PR	Purchase Request
O&M	Operations & Management Fund
DDF	Director's Discretionary Fund
CFO	Chief Financial Officer – GSFC

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5.0 Flowchart



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6.0 Responsibilities

Responsibilities for this SLP are defined in Section 3.0 Definitions and Section 7.0 Procedures of this SLP.


7.0 Procedure

7.1 Project Financial Plan Approved

The PM and COTR shall submit the contract task order to the BM for approval. The PM will determine the contract dollars, DDF and O&M allocation funding amounts. The PM shall send the project financial plan to the Business Manager. The BM will validate and approve the distribution of planned funding among contract dollars, DDF, O&M and any project payback to DDF that may be applicable.

7.2 Project Financial Data Recorded

The Business Manager shall receive funding via form 506, a reprogram from GSFC, or through a reimbursable agreement. The Business Manager will record contract Task Order Number, project financial plan, funding dollars received, unique project number (UPN) and planned commitments into the Facility's financial spreadsheet. The Business Manager will record all funding received in the Funding Received log in the financial spreadsheet. The contract dollars, DDF and O&M funding will be tracked separately using the Facility financial spreadsheet.

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7.3 Purchase Request Funding for Project


The BM shall initiate a Purchase Request (PR) for the contract/project. All PRs are to be approved by the PM. The Business Manager shall submit the PR to GSFC Accounting Office and Procurement Office for approval. An approved copy of the PR shall be provided to the COTR and PM. Once the PR is approved, the PR data will be entered into the appropriate spreadsheets (Project, DDF, O&M, PR Log). Reference SLP IVV 06, Purchasing for complete details on purchasing goods or services.

7.4 Monthly Costs Recorded

The contracts/projects monthly financial data will be submitted from the contractor via form 533M or through monthly invoices. The COTR and PM must verify monthly cost data from the contractor. The cost data from the contractor will be recorded in the financial spreadsheet by the BM or designee. Approximately on the 20th of the month the 533M data will be entered in GSFC OLCAS by the BM. End of month reports from the GSFC financial system shall be given to Facility Management.

7.5 Presentation of Monthly Financial Budget

A monthly Financial Budget Review will be presented to senior management. This review will be held on the last Monday of every month and may be changed to accommodate schedules. The monthly review shall provide a financial analysis of all contracts/projects Financial Plans, Funding Received, Funding Commitments, project costs, and projected project spending and carryover. During the Budget Review an Action Item Log will be developed. The Action Item Log will be documented and maintained in the financial spreadsheet. The Action Item Log will be addressed during each Budget Review. The financial review will include contract/project performance analysis based on the Earned Value Management System of project reporting. A project status narrative will

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be provided for any project performance deviations greater than a management defined percentage.

8.0 Metrics

No metrics are required for this instruction.

9.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Financial Spreadsheet	Business Manager	NPG 1441.1	IV&V Facility N:/Facility Finances/Financial Plans
Monthly Financial Budget Review	Business Manager	NPG 1441.1	IV&V Facility N:/Facility Finances/Financial Plans